

**Part 405 – Personal Property**  
**Subpart B - Accidents**

**WV405.12 Investigating Accidents**

**(a) PROCEDURE**

NRCS employees occupying the position listed below are hereby designated accident investigating officers for the county specified.

<b>County</b>	<b>District Conservationist Headquartered At:</b>	<b>Telephone</b>
Barbour	Philippi	(304) 457-4516
Berkeley	Martinsburg	(304) 263-7547
Boone	Hamlin	(304) 824-3530
Braxton	Gassaway	(304) 364-5103
Brooke	Wheeling	(304) 242-0576
Cabell	Huntington	(304) 697-6033
Calhoun	Glenville	(304) 462-7171
Clay	Gassaway	(304) 364-5103
Doddridge	Mt. Clare	(340) 624-9232
Fayette	Beckley	(304) 255-9225
Gilmer	Glenville	(304) 462-7171
Grant	Petersburg	(304) 257-4702
Greenbrier	Lewisburg	(304) 645-6172
Hampshire	Romney	(304) 822-3020
Hancock	Wheeling	(304) 242-0576
Hardy	Moorefield	(304) 530-2825
Harrison	Mt. Clare	(340) 624-9232
Jackson	Cross Lanes	(304) 776-5256
Jefferson	Ranson	(304) 725-3471
Kanawha	Ripley	(304) 372-6231
Lewis	Weston	(304) 269-8431
Lincoln	Hamlin	(304) 824-3530
Logan	Hamlin	(304) 824-3530
Marion	Whitehall	(304) 363-8861
Marshall	Wheeling	(304) 242-0576
Mason	Pt. Pleasant	(304)-675-2020
McDowell	Princeton	(304) 487-1404
Mercer	Princeton	(304) 487-1404
Mineral	Keyser	(304) 788-2332
Mingo	Hamlin	(304) 824-3530
Monongalia	Morgantown	(304) 291-4377
Monroe	Union	(304) 772-3006
Morgan	Martinsburg	(304) 263-7547
Nicholas	Summersville	(304) 872-1731

Title 120 – General Manual

<b>County</b>	<b>District Conservationist Headquartered At:</b>	<b>Telephone</b>
Ohio	Wheeling	(304) 242-0576
Pendleton	Franklin	(304) 358-2285
Pleasants	Sistersville	(304) 758-2173
Pocahontas	Buckeye	(304) 799-4317
Preston	Kingwood	(304) 329-1923
Putnam	Pt. Pleasant	(304) 675-2020
Raleigh	Beckley	(304) 255-9225
Randolph	Elkins	(304) 636-6703
Ritchie	Parkersburg	(304) 422-9072
Roane	Spencer	(304) 927-1022
Summers	Princeton	(304) 487-1404
Taylor	Whitehall	(304) 363-8861
Tucker	Elkins	(304) 636-6703
Tyler	Sistersville	(304) 758-2173
Upshur	Weston	(304) 269-8431
Wayne	Huntington	(304) 697-6033
Webster	Summersville	(304) 872-1731
Wetzel	Sistersville	(304) 758-2173
Wirt	Parkersburg	(304) 422-9072
Wood	Parkersburg	(304) 422-9072
Wyoming	Beckley	(304) 255-9225

All accidents involving employees of the Natural Resources Conservation Service (NRCS) will be investigated by one of the investigators named above. Investigating officer will notify the State Administrative Officer by telephone when an NRCS employee is performing official duties, is involved in any accident which:

- (1) causes serious injury to private persons.
- (2) causes private property damage in excess of \$2,500.

Investigating officers may, at their option, request assistance by telephone in the event of any accident which, in their opinion, merits the immediate attention of the State Administrative Officer.

Investigating officers should not investigate their own accidents but should call upon another investigating officer. When an investigating officer is not within a reasonable distance or is unavailable to investigate an accident, the Government driver or another NRCS employee at the scene will make a complete report to the proper investigating officer. Government drivers involved in an automobile accident:

- (1) in West Virginia shall call upon the investigating officer located nearest the scene of the accident;
- (2) outside West Virginia shall contact the State Administrative Officer in West Virginia who shall arrange for an immediate investigation.

## Title 120 – General Manual

### Motor Vehicle Accidents and Damages to Motor Vehicles and/or Government-owned Property in Vehicles.

- (a) Definition: Motor Vehicle Accidents – Incident involving the operation of any motor vehicle that is being used for official business and that results in damage to property or injury to persons.
- (b) Federal forms required:

#### SF-91 – Operator’s Report of Motor Vehicle Accident –

[http://contacts.gsa.gov/webforms.nsf/0/9452CD3A30CB625F85256B7D00729048/\\$file/sf91.pdf](http://contacts.gsa.gov/webforms.nsf/0/9452CD3A30CB625F85256B7D00729048/$file/sf91.pdf)

complete for all motor vehicle accidents as defined above. Operator submits to supervisor within 24 hours. Supervisor submits to SAO within 3 days.

#### AD-872- Property Damage Incident –

[http://www.wv.nrcs.usda.gov/intranet/wv\\_amend/ad872.pdf](http://www.wv.nrcs.usda.gov/intranet/wv_amend/ad872.pdf)

Complete for all motor vehicle accidents and incidents with estimated damage of \$350 or more. Investigating Officers submits to SAO within 3 days.

#### SF-94 – Statement of Witness –

[http://www.wv.nrcs.usda.gov/intranet/wv\\_amend/sf94.pdf](http://www.wv.nrcs.usda.gov/intranet/wv_amend/sf94.pdf)

Completed by witnesses, if any. Operator or investigating officer submits to SAO within 7 days.

#### CA-1 (USDA) – Report of Injury –

<http://www.afm.ars.usda.gov/forms/CLAIMS/CA1.PDF>

Complete if government employee injured. Should be filed to supervisor within 2 days after injury and must be filed within 30 days in order to obtain continuation of pay for a disabling traumatic injury. Supervisor submits to SAO within 2 working days after receipt.

#### AD-112 – Report of Unserviceable, Lost, or Damaged Property –

<http://www.ocio.usda.gov/irm/forms/download/AD0112-F-03-94.pdf>

Complete if there is damage beyond repair of government noncapitalized or capitalized property as a result of a motor vehicle accident or as a result of vandalism or if government noncapitalized or capitalized property is stolen as a result of a motor vehicle accident or as a result of vandalism. (Examples include vehicle, mobile radio, camera stolen or damaged beyond repair.) Accountable property officer submits to SAO within 3 days.

- (c) Additional information on reporting motor vehicle accidents is contained in Title 360 of the General Manual.
- (d) If a vehicle operator is injured and cannot comply with reporting requirements, his or her supervisor is to provide the reports.

## Title 120 – General Manual

### (e) Police Requirements:

Police Report – All accidents, in which a private individual is involved, except those that result in negligible property damage, should be reported to the local or state police. If the police make an investigation the investigating officer should obtain a copy of that report if possible and submit it to the SAO. There should not be a charge for providing a copy of this to the federal government.

DMV Operators or Owner's Accident Report (Form DMV-121-F) – Obtain from police when they investigate. The name of the driver of any vehicle involved in an accident resulting in injuries, death or property damage to an apparent extent of \$250.00 or more for all damage must, within 5 days, file a report of the accident with the West Virginia Department of Motor Vehicles on their form DMV-121-F. If the driver is incapable of submitting this report the investigating office should complete and submit the form to the Department of Motor Vehicles. On the form side of the DMV-121-F form dated 7/81 there is a portion on Insurance Information – the answer to the four questions is no and you should write in that space that this is a federally owned vehicle and the federal government is self-insured. You will not fill out the West Virginia Insurance Certification located below the Insurance Information. Leave the back blank since the federal government is self-insured. This form is not submitted to the SAO-only to the Department of Motor Vehicles. The driver should keep a copy for his or her own records. All acts of vandalism should be reported to the police.

### (f) Examples of forms required for different situations:

(1) Vandalism Damage (i.e., window knocked out, battery stolen)-vehicle is parked:

- |  |        |
|--|--------|
| (a) Damage estimate less than \$350.00 | none   |
| (b) Damage estimate \$350 or more      | AD-872 |

(2) Vandalism – Damage Plus loss of government noncapitalized or capitalized property (i.e., window broken out and camera or mobile radio stolen or damaged beyond repair) – vehicle is parked:

- |  |                |
|--|----------------|
| (a) Damage estimate (including property loss)<br>less than \$350 (AD-112 required for camera<br>or mobile radio) | AD-112         |
| (b) Damage estimate (including property loss)<br>\$350 or more (AD-112 required for camera<br>or Mobile radio)   | AD-112, AD-872 |

(3) Government vehicle is moving – flying rock nicks windshield:

- |                                     |               |
|-------------------------------------|---------------|
| (a) Damage estimate less than \$350 | SF-91, AD-872 |
| (b) Damage estimate \$350 or more   | SF-91, AD-872 |

## Title 120 – General Manual

(g) This section does not apply to normal wear and tear to vehicles.